

FY00 Object Class Budget Plan

Narrative

General Information

The FY 00 Object Class Summary Budget is broken down into three segments. The first segment addresses the current budget execution year. Segment two addresses the CAOs "out year" requirements. Segments one and two will be completed at the District/CAO level.

DCMC/FO and/or the Districts will use segment three to communicate the CAO's approved and/or apportioned funding levels. This portion will be completed at a later date.

All DCMD-International activities will breakout FTEs by US Civilian, Locally Engaged Staff - Direct Hires (LES-DH) and Locally Engaged Staff - Indirect Hires (LES-IH).

All DCMD-International Contract Administration Offices (CAOs) will submit separate Object Class Summary Budget for each reimbursable country. This data will be the basis for preparing the Defense Security Cooperation Agency (DSCA) FY 00-budget submission.

PART 1 - Full Time Equivalents (FTEs)

Segment 1: FY99 Baseline

Column 1 – Describes the categories that go into calculating an FTE at the District level. The fiscal year to date "total" paid hours less overtime, and holidays worked will be used to calculate cumulative FTEs.

Column 2 FYTD - represents the current year to date FTEs. Data should be extracted from the UPCC760A "Summary Budget Project Data" report. Locally Engaged Staff should be factored on a "one for one" bases.

Average Annual Rate (AAR) - represents the basic annual cost per FTE as of March 31 of the current execution year. This line is a formula, the number of FYTD FTE divided by the cumulative basic pay less overtime and holiday worked. DCMD-International will not factor the Locally Engaged Staff Indirect Hires into this formula. This data will be computed at the District level. For further information refer to Appendix BE-4.

Column 3 Projected - FTEs are based on projected gains and losses times the expected number of paid hours less overtime, holidays worked. This data field should mirror the CAO's FTE Execution Plan/Projection Worksheet. See the Business Processes Guidebook - Module 3 Resourcing and Budgeting Attachment 6 and Appendix BE – 4 for more details.

Average Annual Rate (AAR) – The projected AAR is based on the number of projected year-end FTEs divided by the estimated basic pay. To arrive at the estimated basic pay CAOs are to multiply the projected end of year FTEs by the March 31, actual AAR.

Segment 2: FY00 Requirements

Column 4 - No entry required.

Column 5 FY 00 Funded – CAOs are provided with preliminary RUC approved FTE targets. Due to workload fluctuations the District may adjust the CAO's FTEs targets in accordance with the RUC ground rules as outlined in the Business Processes Guidebook Module 3 Section 1.

Column 6 Unfunded - CAOs are to assume they have been given (by the District) sufficient resources to perform their mission. Should a CAO require additional FTEs, a Business Case must be prepared following the guidelines outlined in the Business Processes Guidebook Module 3 Resourcing and Budgeting (Link with module).

Column 7 Total Requirement - is the sum of funded and unfunded requirements. This is a formula and no entries are required.

Average Annual Rate (AAR) – the FY 00 AAR is based on the total number of required FTEs (funded and unfunded) and the estimated base pay to support the total requirement.

Segment 3: Approved

Column 8– DCMC/FO Approved - DCMC/FO and/or the District will complete this portion once the interim allocations are established. The interim FTEs allocations are to be used by the CAOs and/or Districts for planning purposes until such time that the budgetary negotiations are finalized. .

Column 9 DCMC/FO Apportioned – DCMC/FO and/or the District will complete this portion once the budgetary negotiations have been completed and funding authority has been received from OSD.

PART 2

Column 1 Object Class Description - contains the basic level of detail as they apply to the Districts. CAOs are required to provide data only in the elements that are applicable at the field level. In an attempt to maintain the integrity of the Object Class Summary Budget format, CAOs are encouraged to add any additional breakout categories to the bottom of the form. The District will incorporate these categories as necessary. **NOTE:** CAOs should keep a detailed list of the requirements comprising OC 25 “Others Contracts”. The District may require this data at a later date.

CAOs should note that several accounts are centrally controlled at the District level. While these are not allocated to the field the District may require CAO input to formulate the total requirement.

OC 21 Travel - contains three memo accounts that are factored within the “Mission” account.

Segment 1 – FY99 Baseline

Column 2 Actual - The data for this field should reflect actual obligation recorded in the official accounting system as of the end of March for the current budget execution year. Data to populate these entries can be provided by the District or extracted from UPFA910B “Detail Operating Target Schedule - FYTD” or UPFE 400B “Status of Financial Resources” reports.

Column 3 Projected - are the estimated year end projections for the current execution year. CAO will estimate variable cost by projecting based on March 31 rate of execution by object class with exception of the fixed costs. “Fixed” costs such as rents, communications and utilities should reflect the actual end of year requirement. CAO have authority to realign funds within non-labor categories but may not exceed allocation authority. Realignment of funds is authorized with exception of those accounts the District has identified as fenced.

Segment 2 – FY00 Requirement

Column 4 Funded Requirement – this represents the CAO’s approved funding levels based on FY 99 year end projections adjusted for the labor, and non-labor inflation factors, and increment and/or decrement per the FY 00 funding guidance.

Column 5 CAO Trade-off - CAOs are to assume that fixed requirements that were funded within the previous year allocations are to be considered “funded” for the out year unless otherwise notified by the District. When planning out year requirements CAOs must take into consideration the basic planning factors as outlined in the FY 00 DCMC Business Plan, Part D. In the event that the interim targets are less than the previous year, CAOs must cover all must pay and/or fixed cost items and mission essential travel in this order.

Column 6 Unfunded Requirement - CAOs are to assume they are funded at the level required to perform their mission. If an activity determines they have an unfunded requirement the CAO will be responsible for identifying to the District where they can make “trade-off”. Should no trade off be feasible within the proposed allocation, the CAO is required to submit a Business Case to the District. See Segment 2 Part 2 Column 6 for details.

Column 7 Total Requirements – is the sum of funded and unfunded requirements. This is a formula and no entries are required.

Segment 3 - Approved

Column 8 DCMC/FO Approved – DCMC/FO and/or the District will complete this portion once the interim allocations are established. The interim budget allocations are to be used by the CAOs for planning purposes until such time that the budgetary negotiations are finalized.

Column 9 DCMC/FO Apportioned – DCMC/FO and/or the District will complete this portion once the negotiations have been completed and funding authority has been received from OSD. The apportioned allocations will be used to issue the CAO initial funding authority.